AFPC

Civil Engineer Civilian Force Development

Career Development Planner (CDP)

Policy Council Reviewer and Senior CE Reviewer instructional Brief

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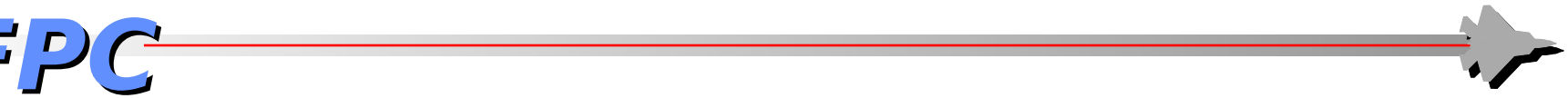

CDP

Introduction

CHIEF's Sight Picture

6 November 2002

Force Development

"Our **goal** in implementing our new Force Development construct **is to make** that **investment in all career fields and all ranks more deliberately** than we do today in order **to better prepare us for the future and better meet your expectations**… **Most importantly**, we have made sure that **this new emphasis reflects a sin**
time that you owe to othe
your families."

AIR FORCE
Air & Space Power

CE CDP Web Tool Process

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- *Goal:* Deliberate, connected, career-oriented development to enable the civilian element of Total Force Development to maximize their potential, achieve personal goals, and accomplish the CE mission
- Civilian Force Development provides…
  - *Clearly stated goals* for development - Career Templates/Pyramid/Professional Credentials
  - *Improved assessment* of individuals via Career Development Plans and Force Development Panels
  - *Connected development* over the course of a career
  - *Holistic leadership development* through all levels (tactical, operational, strategic)
  - *Compatible with Officer Force Development* - enables Total Force Management

Career Development Plan Process

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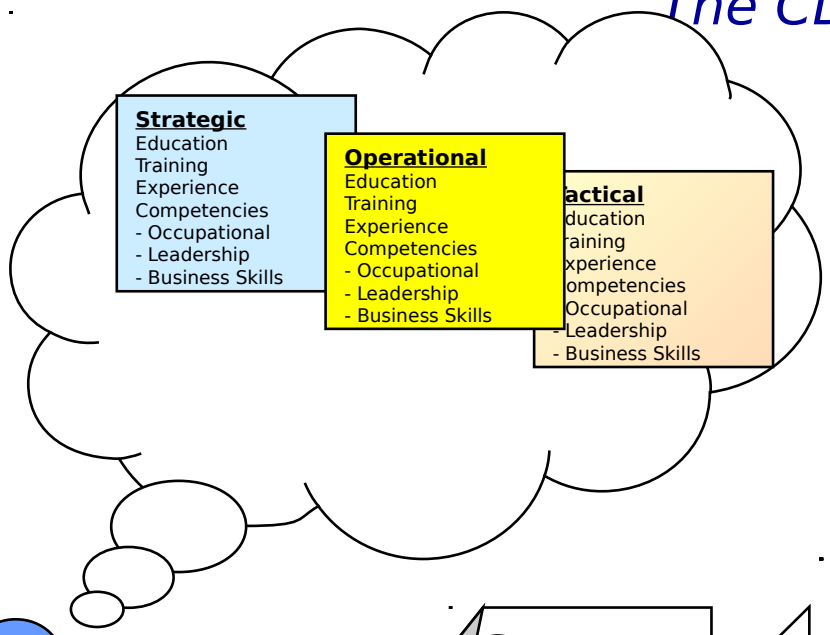
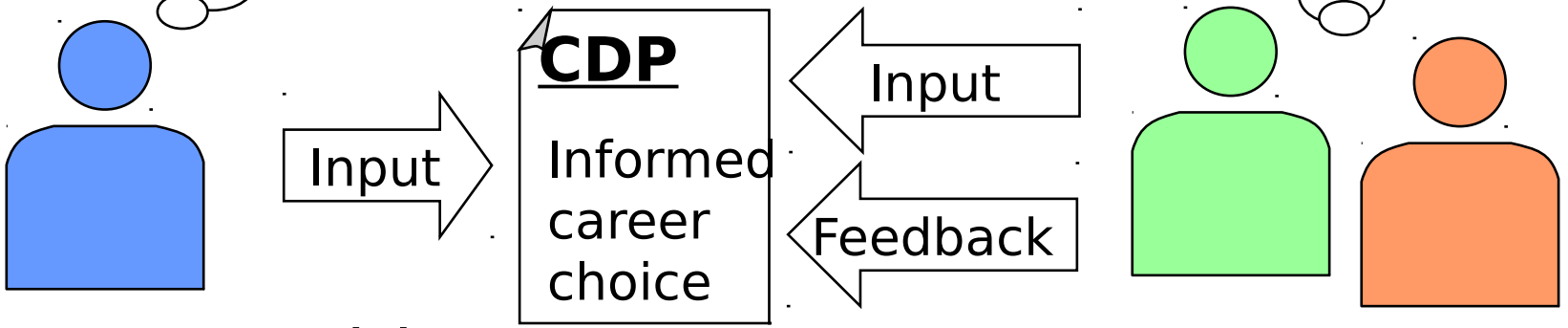
The CDP begins with the Employee





It starts with the Individual

Supervisors and mentors get involved

CE CDP Web Tool Process

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The Career Development Planner (CDP) is a web-based application used to collect career planning information from the Civil Engineer Community.

This is currently done in a five step process:

1. A CE employee enter his/her career plan (CP) information into the CDP web-based application - an email is generated to the supervisor
2. The supervisor of the employee reviews the CP and adds their Comments and Review Category to the CP.
3. The Policy Council Representative of the employee reviews the CP and adds their Comments and Review Category to the CP.
4. The Senior CE Representative of the employee reviews the CP and adds their Comments and Review Category to the CP
5. The Civil Engineer Civilian Force Development Team meeting is held to review the CDP and career brief. Feedback back is provided through the chain of command to the CE employee.

CE CDP Web Tool Process

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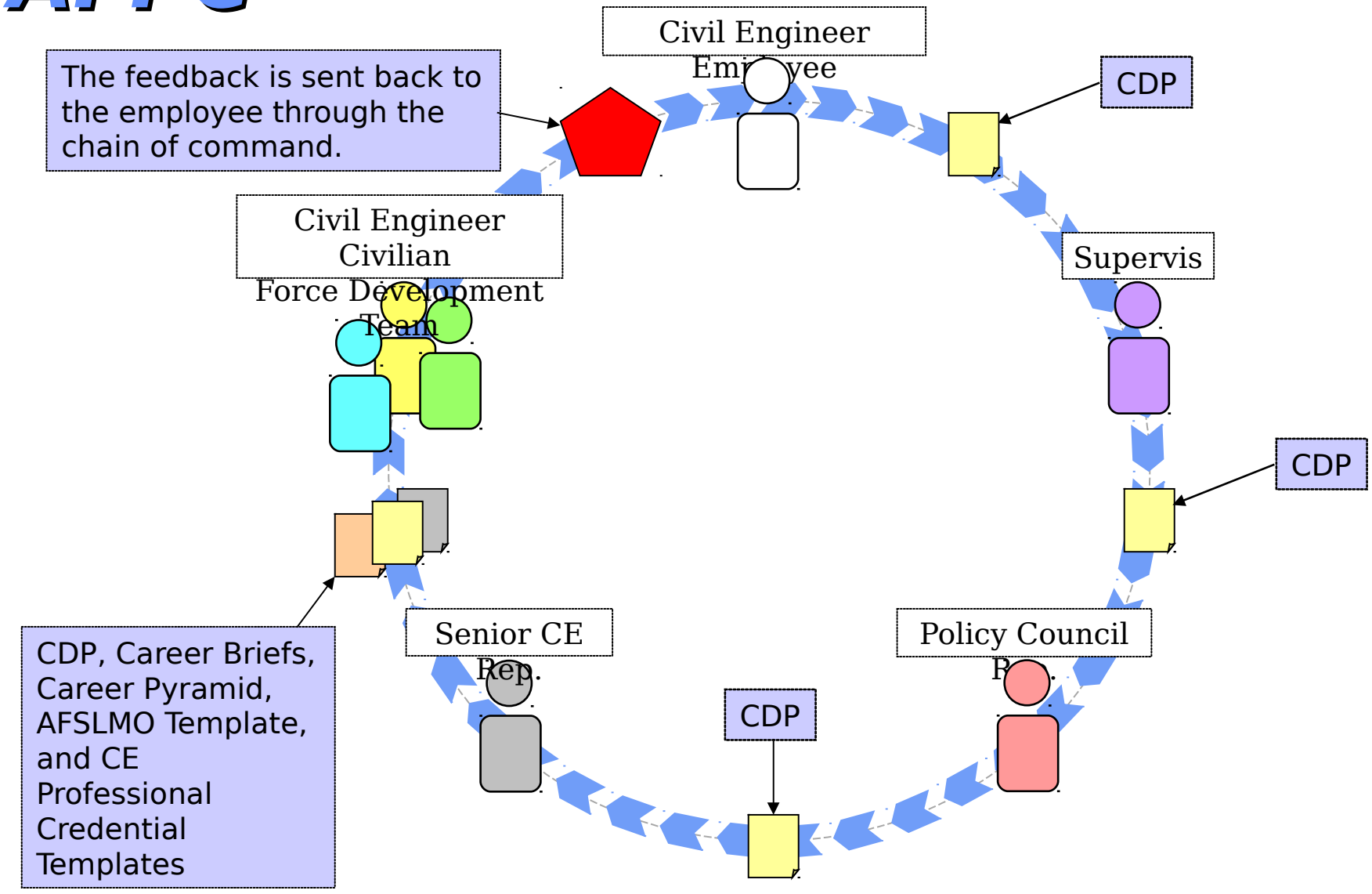

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Policy Council
and
Senior CE Reviewer Tutorial

Policy Council and Senior CE Reviewer Tutorial

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Overview

The Policy Council and Senior CE Reviewer Tutorial is broken down into 2 sections.

Section 1 - Email

In this section you will learn what the "Civil Engineering (CE) Career Development Planner" Email is and what to do when you receive it.

Section 2 – Reviewing a Career Plan

In this section you will learn how to navigate the CDP Website and enter your comments to different individual's career plans.

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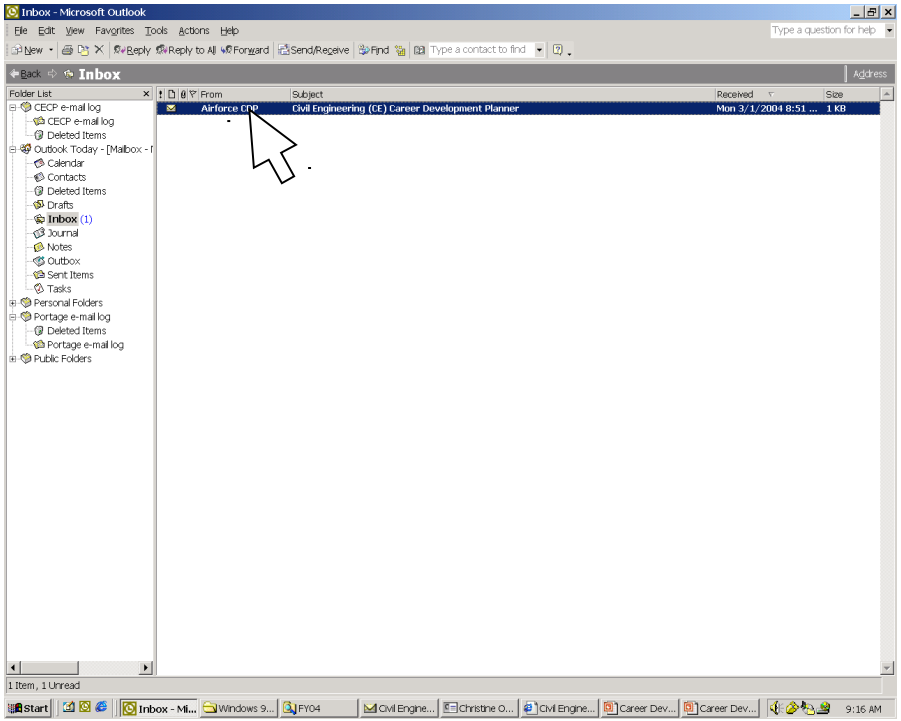
Section 1 - Email



Open the “Civil Engineering (CE) Career Development Planner” e-mail.

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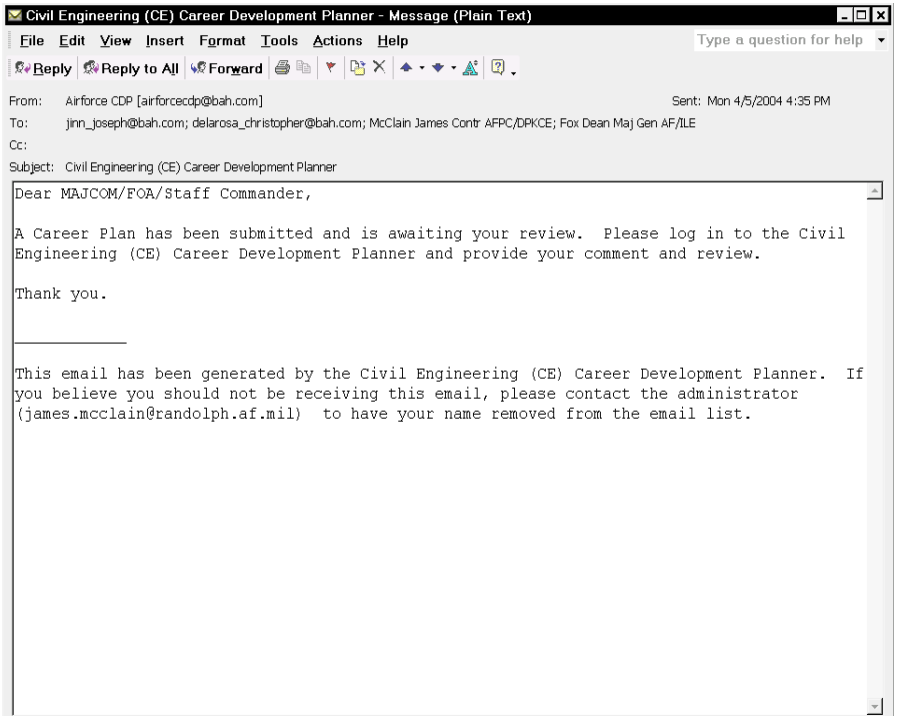
Section 1 - Email



If the e-mail that you received from the Career Development Planner looks like the e-mail shown to the left, then you have received a career plan that you need to review as a Policy Council or Senior CE Reviewer.

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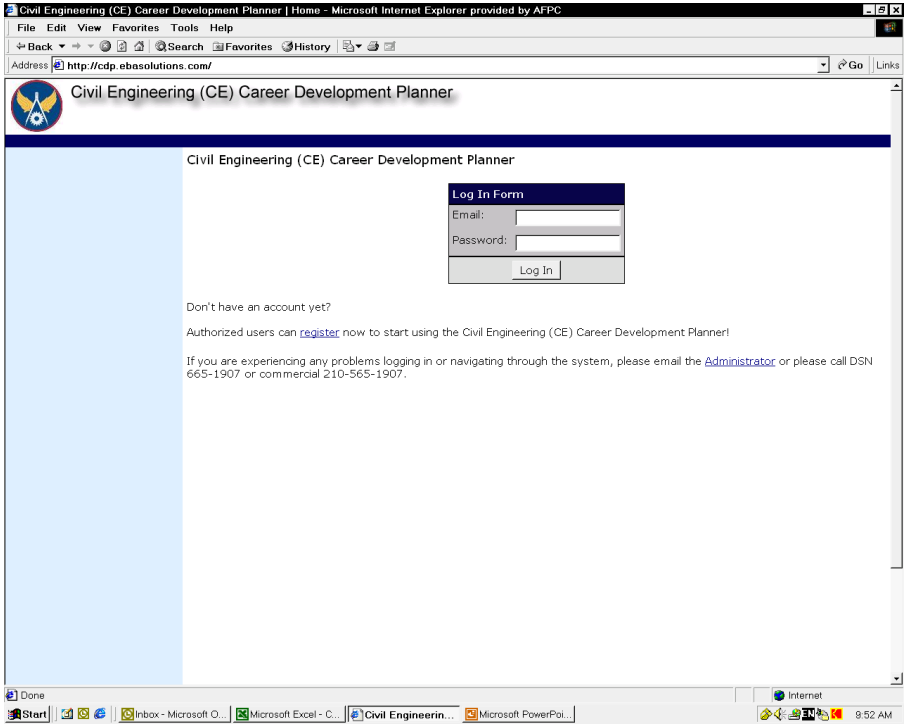
Section 2 - Reviewing a Career Plan (Step 1)



(Step 1) - After determining that you need to review a career plan, login to the Career Development Planner. The web address to the CDP web site is https://cdp.ebasolutions.com/Default.aspx

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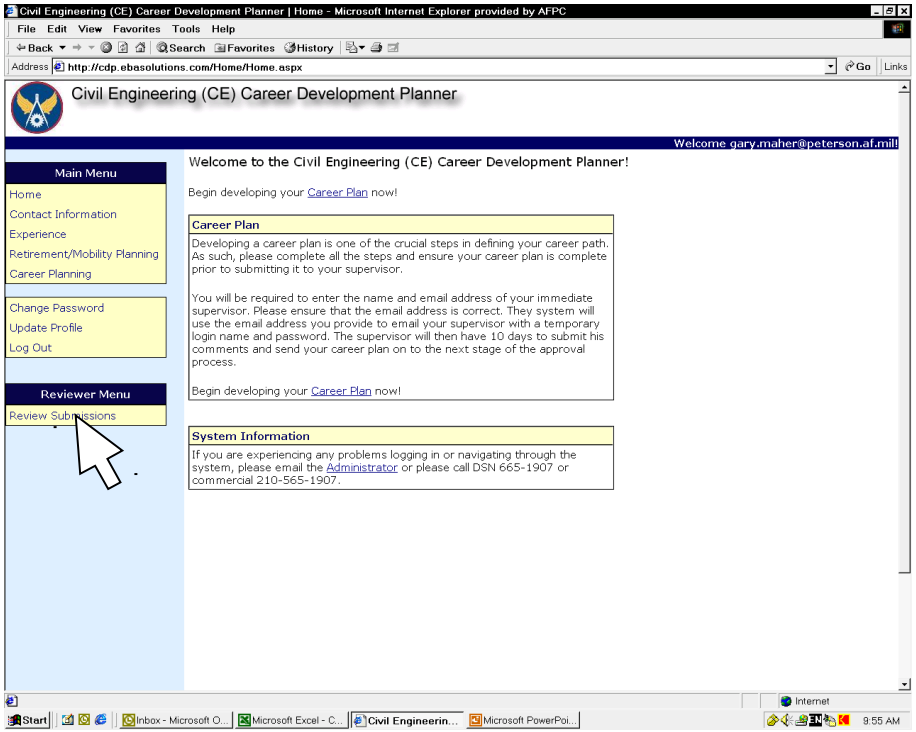
Section 2 - Reviewing a Career Plan (Step 2)



(Step 2) - Click on the Review Submissions link in the Reviewer Menu.

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Section 2 - Reviewing a Career Plan (Step 3)

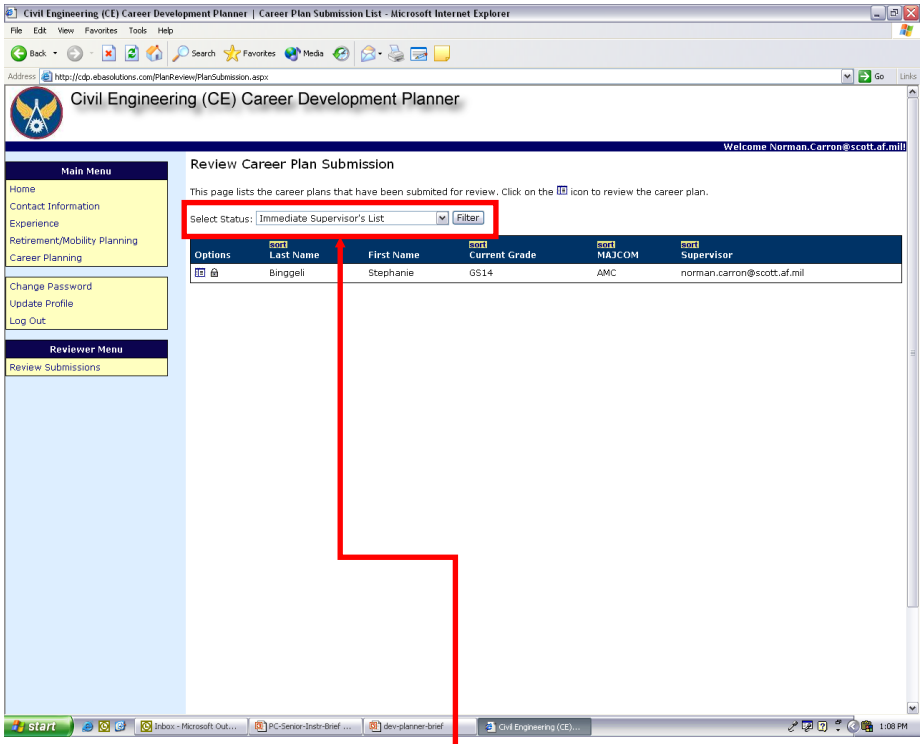
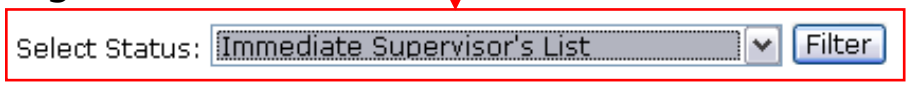


Fig. 1



Review Submissions Background

Options (Column):

- This icon links to a page that lets a Policy Council or Senior CE Representative review a career plan.

- This icon lets you know if the career plan is locked. If this icon is shown than the career plan is locked. If this icon is not shown than the career plan is not locked.

Select Status (Fig. 1):
This combo-box lets you select what level of review you want the table to reflect. Note: The table will only show career plans that are in your MAJCOM.

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Section 2 - Reviewing a Career Plan (Step 3 cont.)

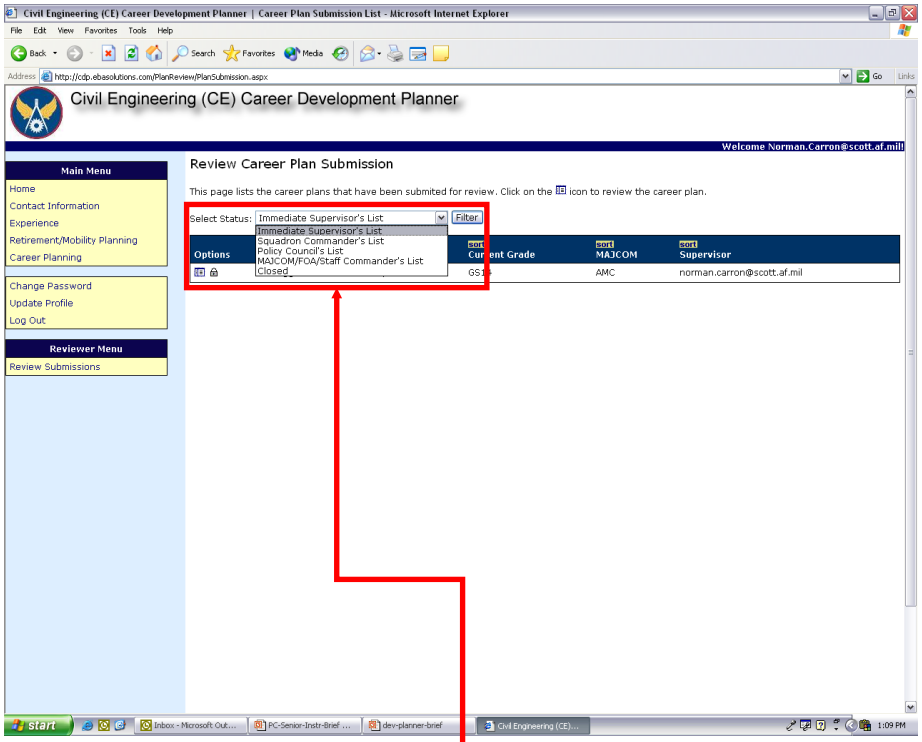
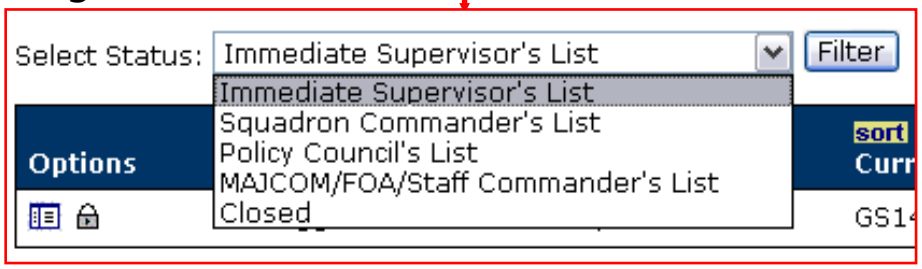


Fig. 1



(Step 3) - Select a status you would like to view. If you are a Policy Council Reviewer select "Policy Council's List". If you are a Senior CE Reviewer select "MAJCOM/FOA/Staff Commander's List".

"Immediate Supervisor's List" - displays all of the career plans at the immediate supervisor level for your MAJCOM.
"Squadron Commander's List" - displays all of the career plans at the Squadron Commander level for your MAJCOM.
"Policy Council's List" - displays all of the career plans at the Policy Council level for your MAJCOM.
"MAJCOM/FOA/Staff Commander's List" -displays all of the career plans at the Senior CE level for your MAJCOM.
"Closed" - displays all of the career plans that are complete for your MAJCOM.

Note: You can only edit career plans that you have reviewer rights for. If you are a Policy Council Reviewer, you can only review Career Plans at the Policy Council Level (Policy Council's List)

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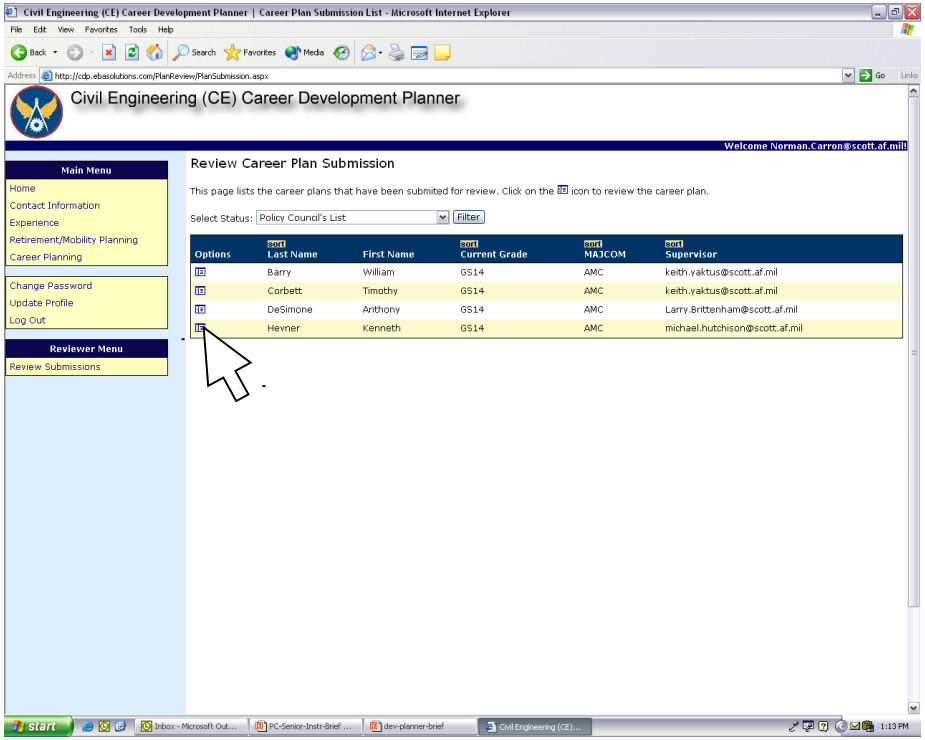
Section 2 - Reviewing a Career Plan (Step 4)



(Step 4) - After you have selected a status, a list of career plans is displayed in the table. Click on the icon next to the career plan you would like to review.

Note: If a icon appears next to a career plan, then you DO NOT have the reviewer rights to edit the career plan. This mean that you have selected a "Status" that you DO NOT have reviewer rights to edit. For example: If you are a Policy Council Reviewer and you selected "MAJCOM/FOA/Staff Commander's List" you would NOT have rights to edit any career plans that would be displayed. But if you select "Policy Council's List", then you would have right to edit career plan that would be displayed.

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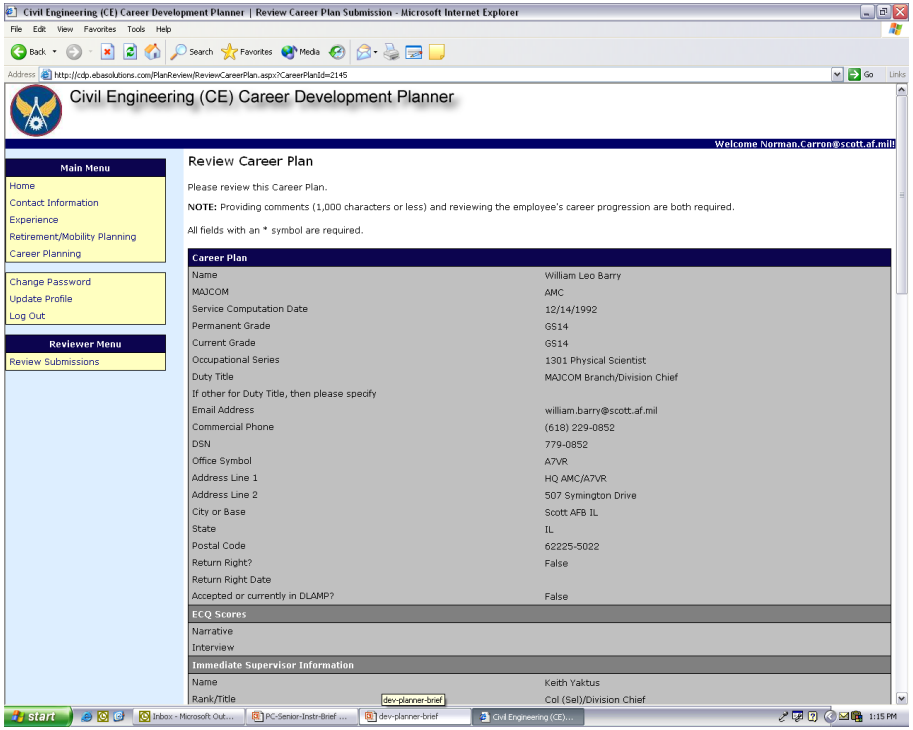
Section 2 - Reviewing a Career Plan (Step 5)



(Step 5) - After you have clicked on the icon next to the career plan that you selected to review, the “Review Career Plan” page will open. In this page is where you can review the individual’s career plan.

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Section 2 - Reviewing a Career Plan (Step 5 cont.)

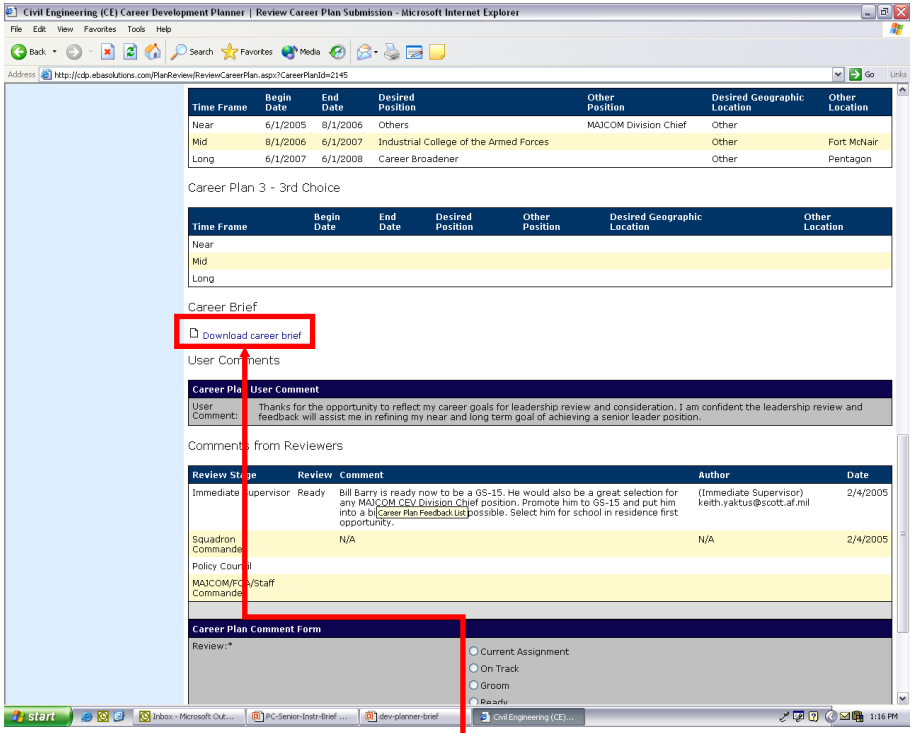
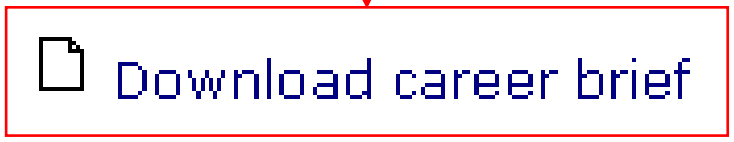


Fig. 1



As you review the individual's career plan, you will come across a "Download career brief" link (Fig. 1). This link will allow you to download the individual's career brief assuming that the individual upload his/her career brief to the CDP website.

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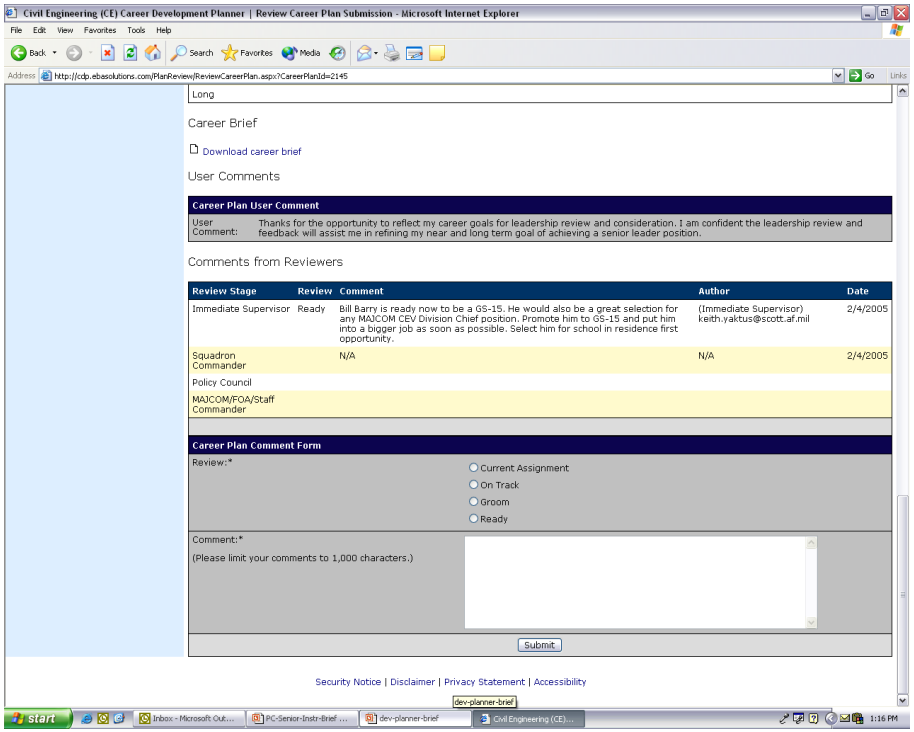
Section 2 - Reviewing a Career Plan (Step 6)



(Step 6) - After you have completely reviewed the individual's career plan and career brief, you will need to provide feedback. This is done by first selecting a "Review" category (Ready, Groom, On Track, and Current Assignment).

Review Category Definitions:

Ready: Ready now to assume greater responsibility in a more challenging position at the same grade or a grade higher than they currently hold.

Groom: Demonstrated growth potential (Member would benefit by an assignment in a related specialty or different organizational level); ready now for new developmental opportunities.

On Track: Complete current assignment at agreed length; but demonstrated growth potential and ready for developmental position or greater responsibility in the near future.

Current Assignment: Stay in current

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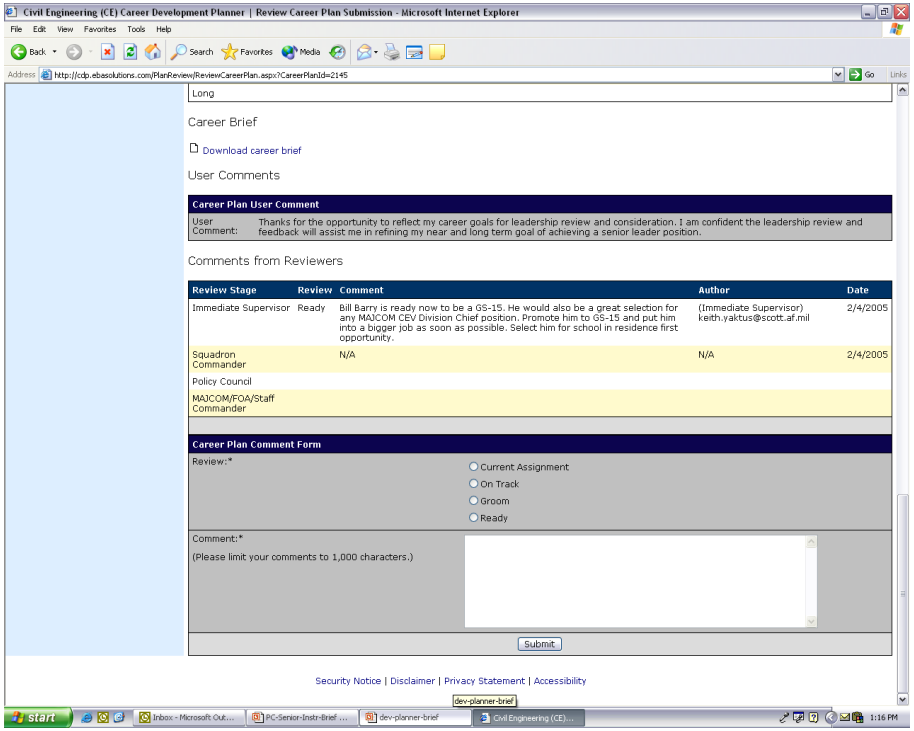
Section 2 - Reviewing a Career Plan (Step 6 cont.)



(Step 6 cont.) - After selecting a review category, you will need to provide comments which will be entered in to the “Comment” text box.

The comments that you enter should provide a brief description as to why you selected the “Review” category that you did for the individual and how the “Review” category relates to the individual’s career plan. You should also comments on anything that is relevant to the individual’s career plan.

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Section 2 - Reviewing a Career Plan (Step 7)

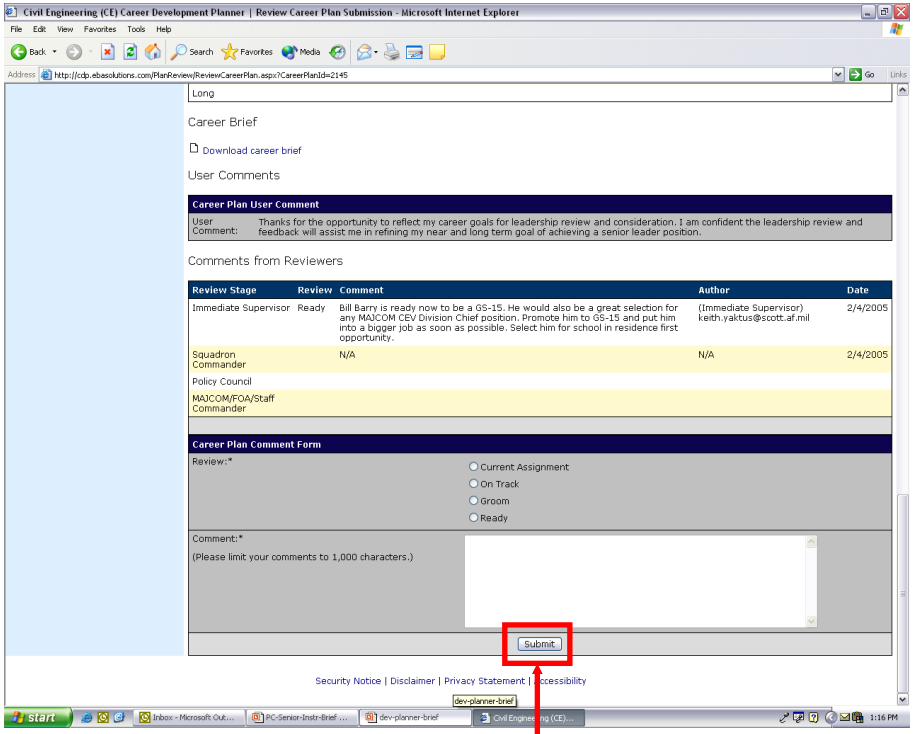
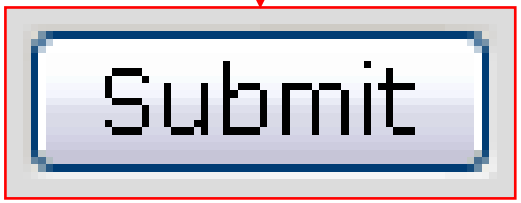
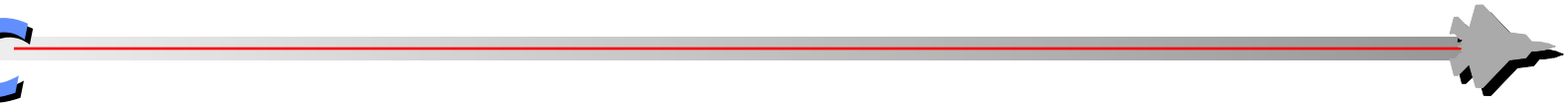


Fig. 1



(Step 7) - The last thing that you will need to do is submit your “Review” category and “Comments” to the CDP website. To do this, click on the “Update” button (Fig. 1).

Note: If you don’t fill-out the “Review Career Plan” form completely and correctly, you will not be able to submit your “Review” category and “Comments” to the CDP website. An asterisk “*” will appear next by any data field that has invalid data entered into it.



Help and Contact Information

CDP

Help and Contact Information

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For help contact:

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DSN: 665-2799/2666
COM: (210) 565-2799/2666

Terri Justice
Email: terri.justice@randolph.af.mil
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COM: (210) 565-2799/2666